



ASSIST Technical Guide

School Safety

For Kentucky School Districts



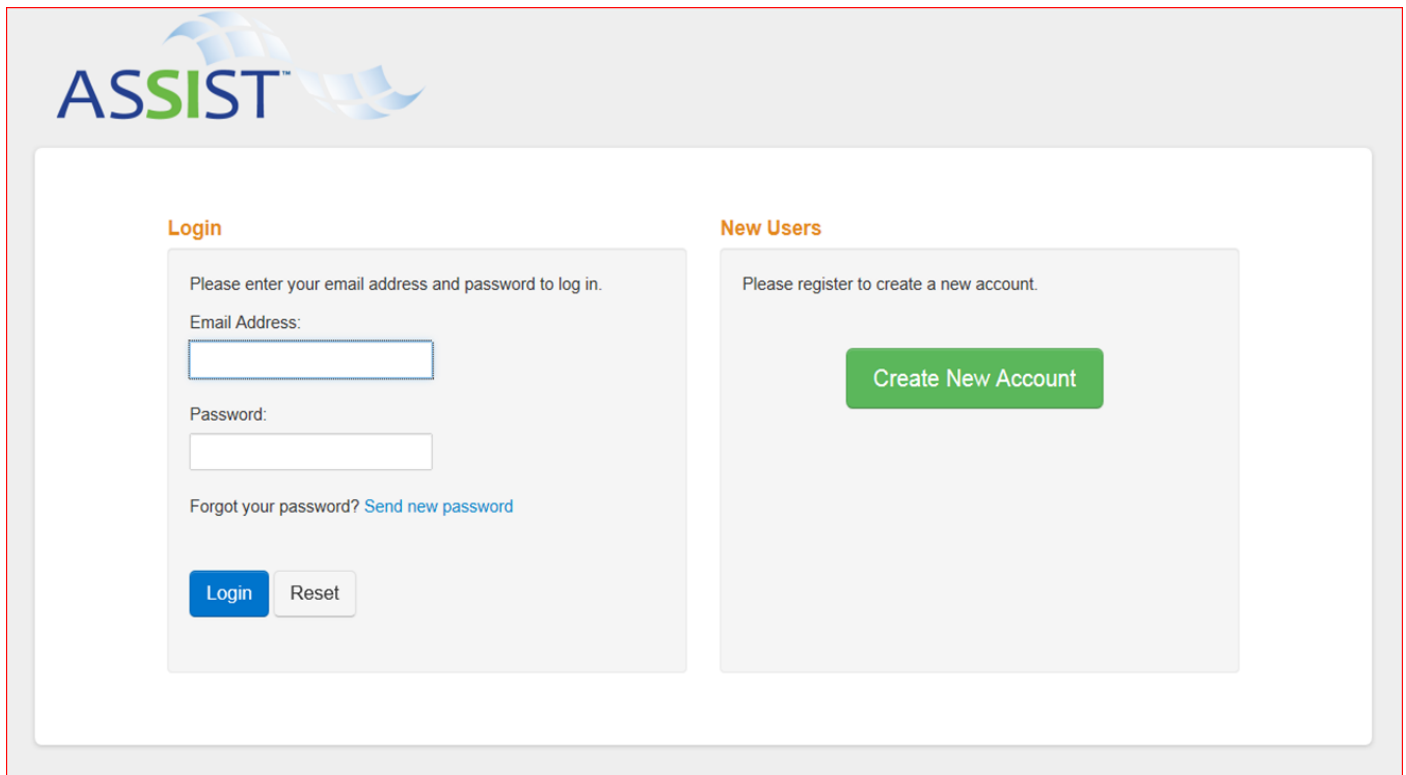
INTRODUCTION:

In response to recent tragic events in our nation's schools, during the 2013 legislative session the Kentucky General Assembly took action, through the passage of Senate Bill 8/House Bill 354, to assure that our schools are safer places for students and staff to work and learn. Among other things, SB8/HB354 required changes to emer-

Note: Screen shots throughout this guide do not represent that actual diagnostic and its content and the content may appear slightly different in the live ASSIST environment for your school/district.



Step 1: Log into ASSIST (www.advanc-ed.org/kde)



The screenshot shows the ASSIST website interface. At the top left is the ASSIST logo, which consists of the word "ASSIST" in blue and green text next to a blue and white wave graphic. Below the logo, there are two main sections: "Login" and "New Users".

The "Login" section on the left contains the text "Please enter your email address and password to log in." followed by an "Email Address:" label and a text input field. Below that is a "Password:" label and another text input field. A link "Forgot your password? [Send new password](#)" is located below the password field. At the bottom of this section are two buttons: a blue "Login" button and a grey "Reset" button.

The "New Users" section on the right contains the text "Please register to create a new account." and a large green button labeled "Create New Account".

1. Email Address is the user login identification
2. Password is the password the user has created for his/her account
3. To *Create New Account* click on the box and provide the required information
4. If you are unable to access ASSIST after attempting to login or creating a new account contact Ginger Kinnard at ginger.kinnard@education.ky.gov or 502.564.4403 ext. 4048



Step 2: Enter the district name on the *Institutions Tab*

[Institutions](#) [Reports](#) [Administration](#)

Search Institutions

Search Criteria

Institution

Enter all or part of the institution name.

Parent Institution

Enter all or part of the parent institution name.

State Identifier

Unique identifier provided by the state. Not applicable to all institutions.

City

State

Enter all or part of the state name (eg. "Georgia") not the abbreviation (eg. "GA")

Country

Enter all or part of the country name (eg. "United") not the country abbreviation

Advanced Customer Number

Client Status

Organization Status

Clear

Applicant

Candidate

Accredited

Dropped

Accredited Pending Review

Affiliate

Closed

Inactive

Merged

Newly Accredited

Non-Member

Reinstated

Withdrawn

Search

Reset

District Name

Search

Click Search

Step 3: Click on *School Safety Report*

Portfolio Profile Diagnostics & Surveys Assurances Goals & Plans Reviews Progress Reports

Portfolio



Overview

Select the school year to expand the list of all associated documents for that period.
Select a document for additional details and to begin or continue your work.

2013-2014 School Year

Days Past Due	Due Date	Status	Document
	November 1, 2013	In Progress	Superintendent Evaluation Report
	November 1, 2013	In Progress	Safe Schools Report
	December 20, 2013	Not started	Comprehensive District Improvement Plan

2012-2013 School Year



Step 4: Click on the pencil in the blue box

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Portfolio

Safe Schools Report (In Progress)

Add each component to this report. When all necessary components are complete, select the Submit button at the bottom of the screen.
This document is due on Nov 1, 2013

Required


All components in this section must be completed before the document can be submitted.


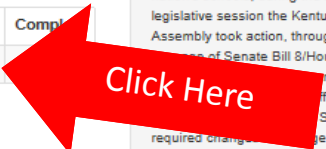
Section	Template	Components	Complete
Diagnostic	School Safety Diagnostic		

Additional

In some cases you must select at least one component from this list before the document should be submitted.

None





Safe Schools Report

In response to recent tragic events in our nation's schools, during the 2013 legislative session the Kentucky General Assembly took action, through the passage of Senate Bill 8/House Bill 354, to make our schools safer. The bill requires school districts to work and report on the following: SB8/HB354 required changes to emergency plan requirements, the development of school safety practices, and additional severe weather, lockdown and earthquake drills. The bill also required local school district superintendents to verify to the Kentucky Department of Education that all schools in the district are in compliance with these requirements. This diagnostic is the means by which this reporting is accomplished.

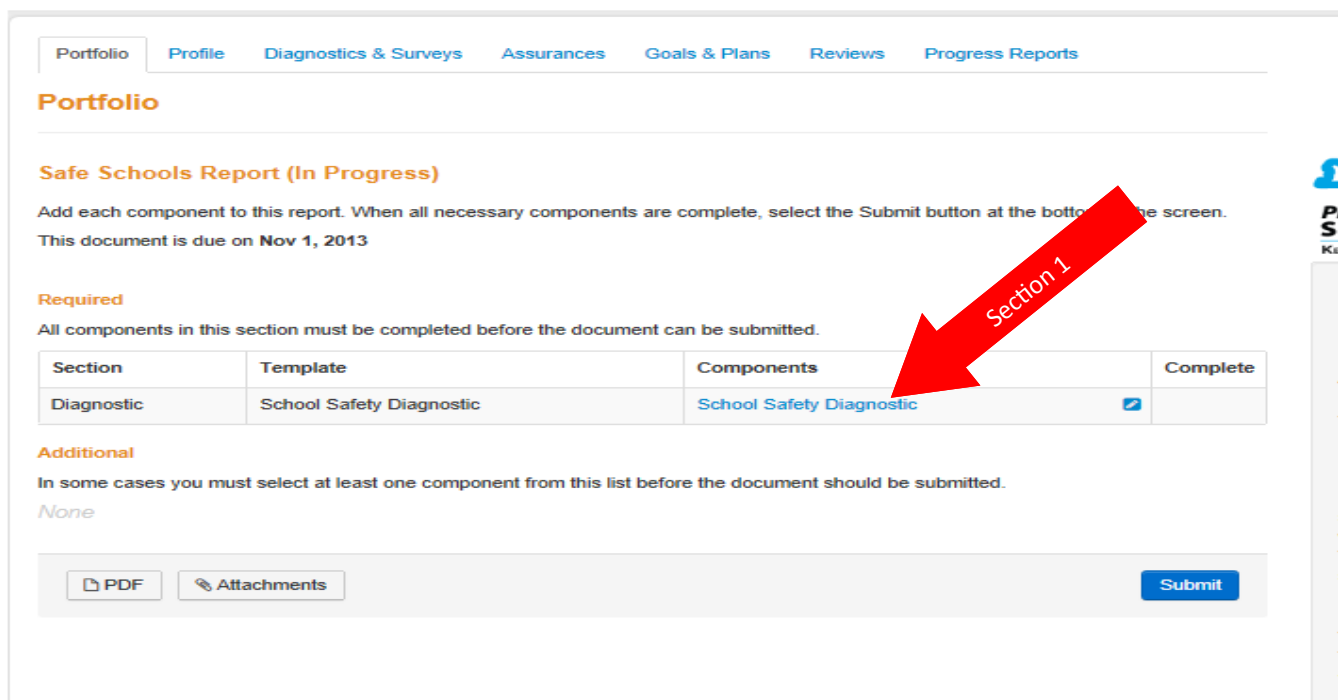
Step 4: Click on *Create a New School Safety Diagnostic*

The screenshot shows the 'Manage Document Components' dialog box. The title bar reads 'Manage Document Components'. Inside, the header is 'Diagnostic | School Safety Diagnostic'. Below the header, it says 'Check those components to be included in this document.' There is a button with a plus icon and the text 'Create a New School Safety Diagnostic'. A large red arrow points to this button with the text 'Click Here'. At the bottom of the dialog are 'Save Selection' and 'Cancel' buttons. The background shows a 'Portfolio' page with a 'Safe Schools Report (In Progress)' section. On the right, there is a logo for 'EVERY CHILD' and 'PROFICIENT & PREPARED FOR SUCCESS' with the text 'KENTUCKY DEPARTMENT OF EDUCATION'.

Step 4: Click the box next to *School Safety Diagnostic* and click *Save Selection*

This screenshot is a closer view of the 'Manage Document Components' dialog box. The title bar is 'Manage Document Components'. The header is 'Diagnostic | School Safety Diagnostic'. Below the header, it says 'Check those components to be included in this document.' There is a button with a plus icon and the text 'Create a New School Safety Diagnostic'. Below that, there is a checkbox next to the text 'School Safety Diagnostic'. A red arrow points to this checkbox. At the bottom of the dialog are 'Save Selection' and 'Cancel' buttons. Another red arrow points to the 'Save Selection' button. The background shows a 'Portfolio' page with a 'Safe Schools Report (In Progress)' section.

Step 5: Click on *School Safety Diagnostic* to begin the diagnostic



Portfolio Profile Diagnostics & Surveys Assurances Goals & Plans Reviews Progress Reports

Portfolio

Safe Schools Report (In Progress)

Add each component to this report. When all necessary components are complete, select the Submit button at the bottom of the screen.
This document is due on Nov 1, 2013

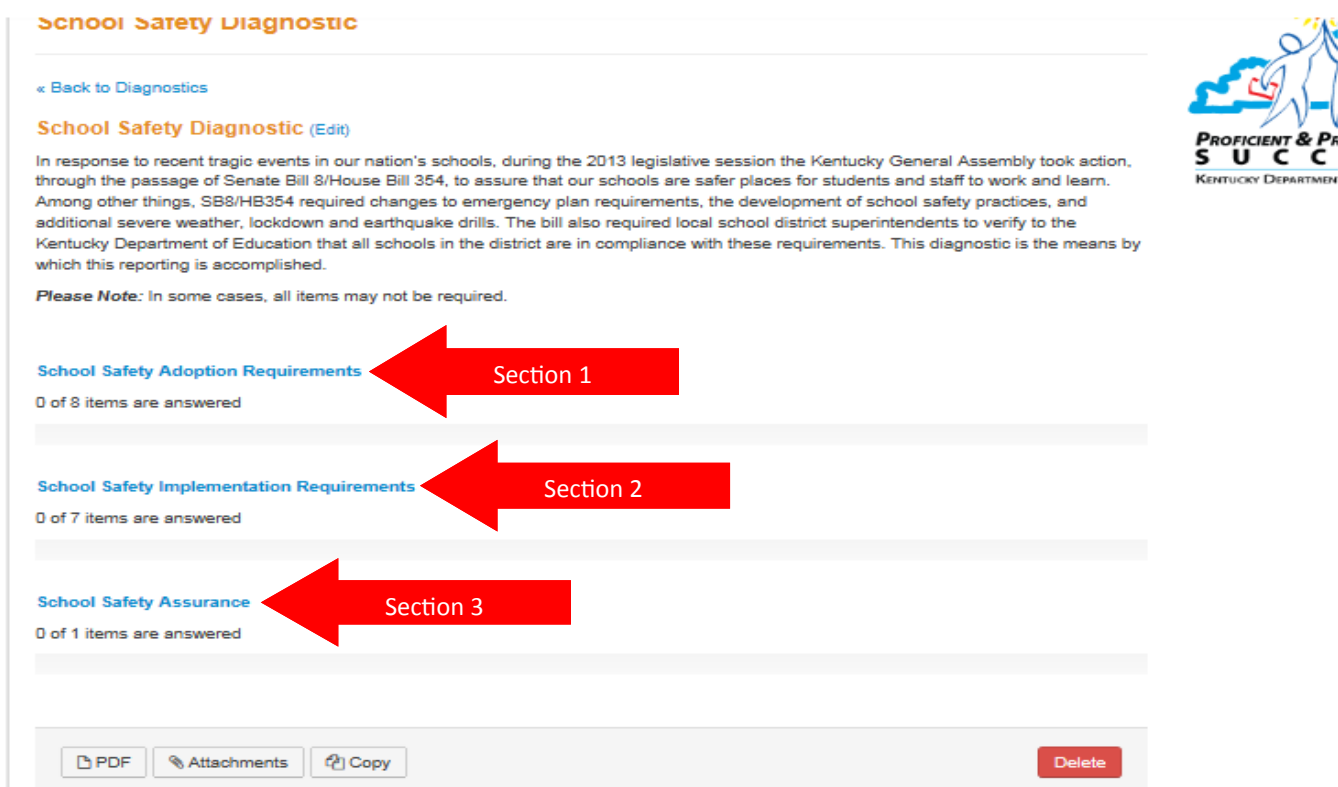
Required
All components in this section must be completed before the document can be submitted.

Section	Template	Components	Complete
Diagnostic	School Safety Diagnostic	School Safety Diagnostic	<input checked="" type="checkbox"/>

Additional
In some cases you must select at least one component from this list before the document should be submitted.
None

[PDF](#) [Attachments](#) [Submit](#)

You may begin the diagnostic by selecting the first section and proceeding to each section thereafter



School Safety Diagnostic

[« Back to Diagnostics](#)

School Safety Diagnostic (Edit)

In response to recent tragic events in our nation's schools, during the 2013 legislative session the Kentucky General Assembly took action, through the passage of Senate Bill 8/House Bill 354, to assure that our schools are safer places for students and staff to work and learn. Among other things, SB8/HB354 required changes to emergency plan requirements, the development of school safety practices, and additional severe weather, lockdown and earthquake drills. The bill also required local school district superintendents to verify to the Kentucky Department of Education that all schools in the district are in compliance with these requirements. This diagnostic is the means by which this reporting is accomplished.

Please Note: In some cases, all items may not be required.

[School Safety Adoption Requirements](#) **Section 1**
0 of 8 items are answered

[School Safety Implementation Requirements](#) **Section 2**
0 of 7 items are answered

[School Safety Assurance](#) **Section 3**
0 of 1 items are answered

[PDF](#) [Attachments](#) [Copy](#) [Delete](#)

Portfolio Profile **Diagnostics & Surveys** Assurances Goals & Plans Reviews

School Safety Adoption Requirements

« Back to School Safety Diagnostic

✓ Denotes an answered response

Summary of all responses		
Respond	✓	Has the board required each school council, or if none exists, the principal, to include procedures to be followed in case of fire, severe weather, or earthquake, or if a building lockdown is required?
Respond	✓	Does each school have a written Emergency Management Plan?
Respond	✓	Did each SBDM Council adopt a policy requiring the development of an EMP? Provide the date of adoption in the comments box below.
Respond	✓	Did each SBDM Council adopt an EMP? Provide the date of adoption in the comments box below.
Respond	✓	Has each school provided local first responders with a copy of the school's floor plan?
Respond	✓	Has each school's EMP been reviewed and revised as needed by local first responders (annually)? Provide the date of adoption in the comments box below.
Respond	✓	Was each school's EMP reviewed with the faculty and staff prior to the school year? Provide the date of adoption in the comments box below.
Respond	✓	Were local law enforcement and/or fire officials invited to review the school's EMP?

Answer each questions by clicking on *Respond*

Portfolio Profile **Diagnostics & Surveys** Assurances Goals & Plans Reviews Progress Reports

Respond

« Back to School Safety Adoption Requirements

1. Has the board required each school council, or if none exists, the principal, to adopt an emergency plan to include procedures to be followed in case of fire, severe weather, or earthquake, or if a building lockdown is required?

☒ Yes
☐ No

Comments

800 characters left

Upload Document

Attachment Name

Browse...

Save and Continue



Respond *Yes/No* to each question. Comments and document uploads are optional but are a great way to provide evidence to your response.

Click *Save and Continue* after each response. (this will move to the next question)

Step 6: When all of the requirements are complete click *Complete*

School Safety Diagnostic

[« Back to Diagnostics](#)

School Safety Diagnostic [\(Edit\)](#)

In response to recent tragic events in our nation's schools, during the 2013 legislative session the Kentucky General Assembly took action, through the passage of Senate Bill 8/House Bill 354, to assure that our schools are safer places for students and staff to work and learn. Among other things, SB8/HB354 required changes to emergency plan requirements, the development of school safety practices, and additional severe weather, lockdown and earthquake drills. The bill also required local school district superintendents to verify to the Kentucky Department of Education that all schools in the district are in compliance with these requirements. This diagnostic is the means by which this reporting is accomplished.

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School Safety Adoption Requirements

8 of 8 items are answered | [✓ All required items complete](#)

School Safety Implementation Requirements


7 of 7 items are answered | [✓ All required items complete](#)

School Safety Assurance

1 of 1 items are answered | [✓ All required items complete](#)

PDF Attachments Copy

Complete Delete



are safer places for students and staff to work and learn. SB8/HB354 required changes to emergency plan requirements, the development of school safety practices, and lockdown and earthquake drills. The bill also required local school district superintendents to verify to the Kentucky Department of Education that all schools in the district are in compliance with these requirements. This diagnostic is the means by which this reporting is accomplished.

In some cases, all items may not be required.

Adoption Requirements

8 of 8 items are answered | [✓ All required items complete](#)

Implementation Requirements

7 of 7 items are answered | [✓ All required items complete](#)


Assurance

1 of 1 items are answered | [✓ All required items complete](#)

Complete Diagnostic


Are you sure you wish to complete this diagnostic?

Yes Complete Cancel



Completion Screen—if you need to make changes click *Reopen* to edit the responses. Once changes have been made and save click *Complete* again to finish.

Portfolio
Profile
Diagnostics & Surveys
Assurances
Goals & Plans
Reviews
Progress Reports



School Safety Diagnostic

Success! The Diagnostic has been completed.

[« Back to Diagnostics](#)

School Safety Diagnostic [\(Edit\)](#)

In response to recent tragic events in our nation's schools, during the 2013 legislative session the Kentucky General Assembly took action, through the passage of Senate Bill 8/House Bill 354, to assure that our schools are safer places for students and staff to work and learn. Among other things, SB8/HB354 required changes to emergency plan requirements, the development of school safety practices, and additional severe weather, lockdown and earthquake drills. The bill also required local school district superintendents to verify to the Kentucky Department of Education that all schools in the district are in compliance with these requirements. This diagnostic is the means by which this reporting is accomplished.

Please Note: In some cases, all items may not be required.


The diagnostic you are attempting to access had already been completed and you cannot make changes to its contents. The diagnostic needs to be reopened before you can access it.

PDF
Attachments
Copy

Reopen
Delete

Step 7: Click on the *Portfolio* tab and select *School Safety Report*

Portfolio
Profile
Diagnostics & Surveys
Assurances
Goals & Plans
Reviews
Progress Reports



Portfolio

Overview

Select the school year to expand the list of all associated documents for that period.

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2013-2014 School Year

Days Past Due	Due Date	Status	Document
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2012-2013 School Year

Step 7: Notice the check mark in the *complete* box to the right of the component. You are now ready to finish your diagnostic by clicking on *Submit*.

The screenshot shows the 'Portfolio' tab selected in the top navigation bar. The main heading is 'Safe Schools Report (In Progress)'. Below this, there is a table with columns: Section, Template, Components, and Complete. The table contains one row for 'Diagnostic' with 'School Safety Diagnostic' as the template and 'School Safety Diagnostic' as the component, which has a checkmark in the 'Complete' column. At the bottom right, a large red arrow points to the 'Submit' button. To the right of the main content, there is a sidebar with the 'EVERY CHILD' logo and a text box titled 'Safe Schools Report'.

Section	Template	Components	Complete
Diagnostic	School Safety Diagnostic	School Safety Diagnostic	<input checked="" type="checkbox"/>

Submit

A confirmation dialog box is displayed with the title 'Are you sure?'. The text inside reads: 'This will permanently update your "Comprehensive District Improvement Plan Funding". Do you wish to proceed?'. At the bottom of the dialog, there are two buttons: 'Yes' and 'No'.

Click Yes to permanently update the School Safety Diagnostic

Click on the *Portfolio* tab and you will see that the “status” of the Safe Schools Report is not *Submitted*.

For assistance regarding the School Safety Diagnostic

Technical Support (ASSIST access, functionality, completion and submission)

Ginger Kinnard
Ginger.kinnard@education.ky.gov
502.564.3791 ext. 4048 or Option 7

Content, criteria, data and supporting documentation

Libby Taylor
Libby.taylor@education.ky.gov
502.564.4772